



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement (VA)
15-2015

OPEN TO: All Interested Candidates
POSITION: Procurement Agent FSN-7*; FP-07** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: May 10, 2015
CLOSING DATE: May 24, 2015
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 1,322,921* (Grade 7)

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Procurement Agent in the General Services Office.

BASIC FUNCTION OF POSITION

The incumbent procures a variety of goods and services for Mission agencies using purchase card, purchase order, requisitions, petty cash, BPAs and/or contracts. Prepares all documents needed for individual procurement actions. Incumbent has primary responsibility for off-shore purchases and backs up incumbent responsible for local procurement. Goods and services procured include but are not limited to office furniture, equipment and supplies, household furniture, motor vehicles, technical items such as electronic equipment, office equipment, off-site conferences, hiring interpreters. Maintaining communication with customers and vendors is a key part of the job.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: Completion of secondary school is required.

2. Prior work experience: One year of progressively challenging work in purchasing or related experience.

3. Language Proficiency: Level 3 English, French and Arabic is required.

4. Job Knowledge:

Good knowledge of procurement procedures and practices. Good knowledge of local market practices, and of the capability and reliability of local suppliers. Good understanding of local pricing customs and practices. Must be familiar with basic filing systems.

5. Other Skills and abilities:

Good interpersonal skills, ability to prioritize and handle several tasking at the same time and be able to follow up until completion of same. Computer skills including use of Microsoft Office suite-Word, Excel Power point and Outlook-as well as Internet and email. Must be able to type 40 words per minute. Must possess a driving license.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: May 24, 2015

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Procurement Agent, Vacancy Announcement # 15-2015

Point of Contact: Human Resources Office

Fax to : 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**